

**ADVANCING THE SCIENCE OF WATER**

6666 West Quincy Avenue, Denver, CO 80235-3098 USA, Fax: (303) 730-0851; Phone: (303) 347-6100  
Internet: info@awwarf.com Homepage: http://www.awwarf.com

September 4, 1997

SFUND RECORDS CTR  
46863

Kevin Mayer  
Associate Chief  
Superfund Site Cleanup Branch  
US EPA Region IX  
SFD 7  
75 Hawthorne St.  
San Francisco, CA 94105

Dear Mr. Mayer:

I am pleased that you agreed to participate in the AWWARF Perchlorate Issue Group. The group will meet September 30 through October 2 in Ontario, California. We plan to begin on Tuesday, September 30, at 1:00 p.m. and conclude on Thursday soon after the lunch hour. Jack Mannion will facilitate the meeting.

We are hopeful you will be able to travel to Ontario on September 30; however, it may be necessary to fly in on September 29. We are planning a group dinner on Tuesday evening, September 30, and we hope you will be able to join us.

The planning for this issue group is very much on a fast track. There are some items identified below that you will need to do on a very short time fuse. We really appreciate your timely cooperation; this will greatly help us finalize our planning.

### **Introduction**

The purpose of the meeting is to develop an agenda of research projects that will ultimately be forwarded to the Foundation's Board of Trustees and may also be funded by other organizations. The challenge of the issue group participants is to identify research needs that address the concerns about perchlorate in drinking water. The group's primary focus will be on treatment technologies and analytical methodology issues.

### **Advance Preparation**

We are planning to send to you a notebook of materials early in the week of September 22. Included in this notebook will be materials about occurrence, toxicology, analytical procedures, and treatment methods. This material will present essential background information and should be useful in your preparations prior to the meeting. You will also receive a list of participants in this notebook.

George W. Johnstone, Chair  
Julius Ciaccia, Jr., Vice-Chair  
John P. Sullivan, Jr., Treasurer  
James F. Manwaring, Executive Director

## **Travel Arrangements**

### Hotel Reservations

We will be holding the meeting at the Ontario Airport Marriott in Ontario California (2200 E. Holt Blvd; 800-284-8811; 909-975-5000). To help us with these reservations, please complete and return the enclosed "Travel Confirmation" form by **September 10, 1997**. Once we receive the exact dates of your arrival and departure, the Foundation will confirm the appropriate nights of your stay. The name, location, and phone number of the hotel will be provided to you after our meeting and lodging arrangements are completed.

### Airline Reservations

Please call Shay Rogers or Joyce Browning at The Travel Group, 1-800-621-2593, by **September 10, 1997** to make your airline reservations. Your name, as a participant in the perchlorate meeting, has been forwarded to The Travel Group. If you plan to leave on Tuesday afternoon, please make your reservation for departure after 2:00 p.m. This will assure your participation through the end of the meeting.

### Transportation from the Airport to the Hotel

If you are arriving by air, the hotel provides a courtesy shuttle service from the Ontario Airport. If you use another airport, the Super Shuttle can provide the needed transportation to the hotel. You should be aware that transportation time from airports other than the Ontario Airport may be as long as 1 hour 45 minutes to 2 hours. The fare will vary depending on the your airport of choice. A ballpark figure for this fare \$35-45.

### Travel Expense Policy for AWWA Research Foundation Volunteers

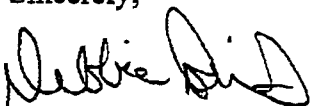
The following is the general travel policy for Research Foundation volunteers. It is not a complete and comprehensive coverage of the subject but a general guideline. Individual questions regarding this policy should be directed to me or Frank Blaha. The one overriding principle that participants are requested to remember is to minimize, within reason, the incurred expenses.

1. Volunteers are encouraged to take advantage of special discount airfares. Making airline reservations by September 10 will facilitate the identification and purchase of reduced airfares.
2. Private automobile use is allowable. Reimbursable travel expenses will be made at a rate of 31.5 cents per mile, as long as the cost does not exceed the equivalent airfare.
3. Lodging, food, taxis and other normal expenses for volunteers will be reimbursed by the Foundation. Rental cars may be used when mileage becomes prohibitive for taxi use.
4. A standard expense report is attached and should be submitted soon after the meeting. Original receipts and airline ticket coupons are to be attached to the expense report. Each single expenditure over \$25 requires a receipt.

Please do not hesitate to call me or Frank Blaha if you have any questions or suggestions. I may be reached by telephone at (303) 347-6109 or fax at (303) 730-0851. Frank's telephone number is (303) 347-6244.

We look forward to working with you at the perchlorate issue group meeting in Ontario. Perchlorate contamination is a critical issue for the drinking water community and you will be playing an important role in devising a plan to address and solve the problem.

Sincerely,



Deborah R. Brink  
Director, Research Management

DB:er:562

Enclosures: Travel Confirmation Form  
Expense Report

c: Jack Mannion  
Fred Hicks

P.S. Please bring your laptop computer to the meeting if you have one.

u/emerson/support/invite